

04. PARKS AND RECREATION

9.4. Carysbrook Performing Arts Center Use

BOS Approved – March 7, 2018

9.4.1. Purpose

A. The Fluvanna County Board of Supervisors (hereinafter referred to as "County") and the Fluvanna Arts Council, (hereinafter referred to as "Council") desire to provide a performing arts facility for the use and enjoyment of the citizens of Fluvanna County.

B. The County and the Council recognize the mutual benefits of operating this facility utilizing the collective resources of both organizations.

C. With regard to scheduling, the Carysbrook Performing Arts Center (hereinafter referred to as "CPAC") shall be available for reasonable use by the Council, the County government, schools, community groups, and commercial groups according to guidelines established herein and administered by the Department of Parks & Recreation (hereinafter referred to as "DPR") as delegated to the DPR by the Department of Public Works.

D. The CPAC is available to rent to responsible organizations for reasonable and appropriate activities.

9.4.2. Fees

A. Fees for uses other than lighting and sound will be set by the Board of Supervisors.

B. Fees associated with rental of the lighting or sound equipment will be recommended by the Council and adopted by the Board of Supervisors.

C. The adopted fees shall be detailed on a fee schedule maintained by the DPR.

D. Building rental fees and security deposits shall be collected by the DPR with checks made payable to County of Fluvanna.

E. Fees collected for use of the lighting and sound equipment will be collected by the DPR with checks made payable to "Fluvanna County Arts Council, Inc." These payments will be given to the Council along with a copy of the application.

F. All fees must be paid 30 days in advance.

G. In no event shall the Board of Supervisors and Departments reporting to the Board of Supervisors be subject to these fees.

H. Box office fees collected at Council events are collected by and remain the property of the Council.

I. All fees and charges associated with Council bookings shall be the responsibility of the Council per their agreement with the performers.

9.4.3. Facility Maintenance and Security

A. The County will provide normal building maintenance, custodial care, electrical service, heating and air-conditioning, and general building security.

B. Council will maintain the equipment and furnishings, stage lights, sound system, intercom system, dressing room furnishings, seating, carpeting, stage curtains, window drapes, equipment security, piano, box office, and the outdoor sign bearing the Council's logo.

C. Security is the sole responsibility of the Department of Public Works. No other County agency may issue or loan keys to the CPAC.

D. Keys to the CPAC will be issued by the Supervisor of Buildings and Grounds who may exercise any measures necessary to maintain control over the security of the CPAC. He may, among other things, request individuals to verify possession of their key or revoke keys at his sole discretion.

E. Keys are assigned to individuals (not organizations) and are non-transferable.

F. Security related to opening and closing of the facility for Council events shall be handled by the Council.

G. Security related to opening and closing of the facility for non-Council events shall be the responsibility of the Department of Public Works and delegated to the DPR as applicable.

9.4.4. Scheduling

A. All scheduling will be the responsibility of the DPR.

B. Events of the Council and the County will have first priority followed by community groups and finally out-of-county groups.

C. The annual Council schedule shall run on the fiscal year -July 1 through June 30.

D. The Council will submit the list of its annual events to Parks & Recreation as soon as the dates are booked but not later than June 30.

E. The calendar for non-Council and non-County bookings shall be opened on July 1 for the July 1 through June 30 time period.

F. For groups requesting the services of a Council technician for lighting or sound, DPR will coordinate with the appointed representative of the Council to confirm availability.

G. Application Process:

1. DPR will review each application for use of the CPAC as to availability, applicant qualification, and appropriateness of intended use.

2. Applicants that are denied may appeal the decision as detailed in this policy.

3. All applications receiving initial approval shall be sent to the designated Council representative for review. The Council shall generally have 30 days in which to respond, however, in instances where that would prohibit the event from taking place, the Council shall respond more immediately or the recommendation of the DPR shall go forward. The Council shall provide the DPR with a written recommendation and justification of denial if so recommended.

4. If the Council recommend denial, the DPR will work with the applicant and the Council to attempt to address the Council's concern.

5. If DPR continues to hold the position that the applicant should be allowed to use the facility, the decision may be appealed as detailed in this policy.

9.4.5. Sound and Lighting Technicians. The Council will approve, certify and issue an operator's card to people who qualify to use the Sound and Light systems according to the Council's expectations of appropriate use of the systems. The DPR, in cooperation with the Council will endeavor to offer technical workshop classes to provide this training. The training may be offered through some combination of sitting alongside a technician during another performance, attending a scheduled training session, or some other means as may be appropriate.

9.4.6. Appeal of a Decision. Decisions of the Director of Parks & Recreation can be appealed to the Department of Public Works or County Administrator.

9.4.7. Signage

A. Use of the sign bearing the Council's logo shall be at the sole discretion of the Council.

B. Use of the sign at Carysbrook not bearing the Council's logo shall be at the sole discretion of the Director of Parks & Recreation.

9.4.8. Ownership of Property Items. All items of personal property installed as fixtures on the property, regardless of the origin of such property, are the property of the County, except as outlined in the attached "Carysbrook Inventory" which lists the property of the Council.

Carysbrook Inventory

The following items have been purchased by or donated to the Arts Council, and are fully maintained by the Arts Council volunteers. These items are located in the theater, storage rooms, box office, or balcony.

- a. Piano
- b. Stepladders: 1 each 6, 8, and 10 foot
- c. Stools: 5 wooden
- d. Sound system: All speakers, microphones, cable, stands, operating board, CD player, music. Body microphones, TASCAM 102, intercom, fbx 2020 dual feedback monitor, QSC MX 1000A Amplifier, QSC Audio RMX 850 Amplifier. Case for electronics.
- e. Lighting: IDEA 48 operating board and monitor, gobos, gels, harness, took kit, lamps, (replacements), boom box.
- f. Christmas decor, including wreaths and trees
- g. Door flags
- h. 4 office chairs at console in balcony
- i. Folding tables, 2 6' (1 wood, 1 plastic), 3 4" tables, 4 chairs at rear of auditorium, 19 padded folding chairs, 4 solid portable chairs.
- j. 4 stanchions, 3 velvet ropes, display quilt,
- k. Lobby: 11 performers publicity photos, lighted stained glass palette.
- l. Box office: Name badges, and holder, water, cooler, cash register, ticket holders, adding machine cash box, first aid kit, assorted office supplies, signs outside box office reading "reservations" "purchases".
- m. Theater: 2 artificial ficus trees
- n. Outside dressing rooms: 21 photos
- o. Dressing room # 1: refrigerator, 4 photo frames, First Aid kit, 2 chairs
- p. Electronic room: 5 piece dance floor mats, 8 floor microphone stands, 3 music stands, box of black tape (for dance floor), file cabinet and contents, 2 boom stands in cases, 3 table microphone stands, aluminum easel, projector screen, sensor lighting control system, piano dehumidifier equipment.

- q. Dressing Room# 2: Refrigerator, 5 chairs, 1 folding chair, easel, storage cabinet and contents, ironing board and iron, 9 storage tubs and contents, letters for exterior sign with cases containing letters, 2 coffee urns, vacuum cleaner, several coat hangers, blue tablecloths, white tablecloths.
- r. Stage: Stage piano and cover, 6 monitors, projector,
- s. Stage lamps, fresnel, ellipsoidal, scoops, 2 spotlights, totaling 46 pieces,
- t. All photos and records of past performances throughout theater.
- u. Exterior: Exterior sign, exterior canopy and blue flags.
- v. Balcony also contains 12 replacement seat backs and 6 seat bottoms which county can use in the event of need for replacements.